



Williamstown
Community
and Education
Centre Inc

Venue Hire Application Form

Venue Hire Location

Joan Kirner House

Spotswood Community House

Booking Detail

Name of Group / Individual: _____

Date of Application: _____ Room: _____

Date of Booking: _____ Time: _____

Applicant Detail

Name : _____ Phone: _____

Address: _____

Email : _____

Driver's Licence No.: _____ Photocopy taken:

Public Liability Insurance: Yes / No If No, Waiver Signed:

If Yes, Cert of Currency Attached:

Payment Detail

Hourly Rate: \$ _____ x _____ Hours	Total Due: _____
Deposit Date: _____	Less Deposit: _____
Deposit Receipt: _____	Amount Owing: _____
	Cash Bond Owning: _____

Balance Owing	
Date Paid: _____	Receipt: _____
\$100 Cash Bond	
Date Paid: _____	Receipt: _____
Key No: _____ Code _____	Date Key Given: _____

Date Key Returned: _____	
Date Bond Refunded: _____	Receipt: _____

I.....acknowledge that I have read and understood the venue hire policy of Williamstown Community and Education Centre. I accept the terms and conditions as set out in the policy.

Signed: _____ **Dated:** _____



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Public Liability Waiver

I acknowledge it is the policy of Williamstown Community and Education Centre that the hirer has Public Liability Insurance Cover. I hereby apply to waive the requirement that I hold such insurance.

I acknowledge I do not have Public Liability Insurance in place to provide cover to myself or other members of the group utilising Joan Kirner House or Spotswood Community House.

As a result, I acknowledge and agree that I will use and occupy the venue at my own risk. I release WCEC from all claims resulting from any damage, loss, death or injury suffered by myself or my participants/guests in connection with WCEC except to the extent that WCEC is negligent. I acknowledge that I take full responsibility of any action that may result in a claim for negligence that may have been prevented by my personal action.

I.....(Supervisor) of
.....(Activity/Program/Event)

acknowledge that I have read and understood the Venue Hire Conditions and Public Liability Waiver and accept the terms and conditions as set out in the policy.

Signed: _____ **Dated:** _____



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Bond

All venue hirers must pay a \$100 bond except for bookings that are made on an ongoing basis with fees paid in advance. Bond is payable by CASH Only. (No credit cards or EFTPOS). This payment must be separate from the venue hire fee.

Money will be deducted from the bond refund to cover the cost of additional cleaning, repairs, damages, extraordinary costs (i.e. security), if the venue is not vacated by the agreed time or if the venue is not left in a reasonable state ready for the next user.

Your legal responsibility is not restricted to the Bond amount. Should the cost of the damage repair or cleaning be higher than the amount of the bond paid, the hirer agrees to pay the full amount in excess of the bond.

I acknowledge I have read and understood the Venue Hire Policy of Williamstown Community and Education Centre and agree to the terms and conditions set out in the policy.

I.....(Supervisor) of
.....(Activity/Program/Event)

acknowledge that I have read and understood the Venue Hire Conditions and Bond Policy and accept the terms and conditions as set out in the policy.

Signed: _____ **Dated:** _____